

10

Simple Tips

to g r e e n

Your Office

TURN LIGHTS OFF When leaving the office, make sure the lights in your cubicle are out. Turn off conference room lights when you end a meeting. If you are the last to leave in the evening, turn off the office lights, too.

RECYCLE Most products are recyclable – not just paper, plastic, and aluminum cans. Ink cartridges, batteries, plastic bags, cardboard, steel, and other items can be recycled.

WALK MORE Going to lunch? Try walking. Take the stairs, especially if it's only a couple of flights. You'll get a brief cardio workout and cut down on your carbon emissions at the same time.

ORDER SMART Save time, money, and packaging by compiling a large group order or asking your colleagues if they have the item you need. Look for recycled and non-toxic products – the ones with the green symbol. Get in the habit of using fewer supplies, using equipment more efficiently, and buying durable products that are easily repaired or recycled.

PRACTICE SMART PRINTING & FILING Think before you print! Circulate documents electronically whenever possible and always make double-sided prints. Prior to a meeting, send documents by email and encourage participants to print their own copies on double-sided recycled paper.

BRING REUSABLE DISHES Keep reusable dishware (coffee mug, water bottle, plate, utensils) in your cube. Use and reuse them for lunch, office parties, and meetings. When washing, use environmentally friendly detergents.

GREEN YOUR COMMUTE Try public transportation, carpooling, biking, or walking to work. Many discounts/perks are offered for those who do so, such as transportation subsidies and discount parking passes for carpoolers. If that doesn't work for you, try a consolidated work week or telecommute when possible. This saves you an average of 47 hours a year sitting in traffic!

TURN OFF APPLIANCES NOT IN USE Coffee pots, copiers, computer monitors, and personal printers aren't used all day long. Choose an agreed-upon time to shut them off each day, thus saving energy.

PROMOTE ECO-FRIENDLY LABS Consider using less toxic chemical options, and always practice proper handling and disposal procedures. Try implementing items such as variable air-volume fume hoods, energy-efficient motors and equipment, and natural ventilation.

BE A GREEN ADVOCATE Practice these tips at home, too. Encourage your coworkers to do their part by following your example. Even the smallest step helps reduce your carbon footprint!

